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ENG 4275-001: Internship in Professional Writing

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English 4275: Internship in Professional Writing

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Office Hours: Monday 2–3, Wednesday 10–12, Friday 11–12, or by appointment

Course Goals and Objectives

Coursework can provide students with the framework necessary to communicate effectively in professional settings; when writing or editing in the workplace, however, the principles learned in classes must be adapted to fit the rhetorical situation (audience, purpose, and context). The internship in Professional Writing is designed to give you practical experience in creating communication that fits the specific needs of a company or organization. Through the course, you will also be given the opportunity to reflect on topics such as organizational culture, enculturation, effective workplace writing practices, collaboration, and technology.

Course Requirements

Internship hours: As part of the course, you are responsible for 150 hours at the organization or company where you have been placed. You and your internship supervisor should establish a weekly schedule of about 10 hours per week. Every two weeks, you will submit to me a timesheet signed by your supervisor.

Meetings with director/other interns: Several times during the semester, you will meet with me and the other interns for that semester (if possible). During those meetings, we will discuss your internship experiences as well as some brief assigned readings.

Observation: Once during the internship, I will observe your work.

Supervisor evaluations: At midterm and again at the end of the semester, your internship supervisor will be asked to complete a brief evaluation of your work and professionalism.

Writing assignments: As part of the course, you will submit writing that demonstrates the professional writing you have done as part of your internship and your reflection on that work.

- *Discussion posts and reading responses* Each week (when we do not have a reading assignment, I will post a discussion question on WebCT. You can respond to that question and to other intern's posts. You will also be asked to read three articles and write a one-page response, reflecting on how issues from the article are reflected in your experiences at the internship. We will use those reflections as the basis for our group discussions.
- *Portfolio:* At the end of the internship, you will create a portfolio of all the work that you have composed, revised, or edited (either individually or collaboratively).
- *Self-assessment:* You will write a brief memo discussing the work included in your portfolio, focusing on your strengths, weaknesses, challenges, development, etc.

Note: This course is graded on a Credit/No Credit basis.

ENG 4275: Internship Weekly Syllabus

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|--------------|---|
| Aug 24-28 | Weekly discussion post: Introductions |
| Aug 31-Sep 4 | 1st group meeting. Read and write one-page response to “The Developmental Stage Model.” |
| Sep 7-11 | Weekly discussion post: Expectations vs. reality |
| Sep 14-18 | Weekly discussion post: Training |
| Sep 21-25 | Weekly discussion post: Research |
| Sep 28-Oct 2 | Weekly discussion post: Environment |
| Oct 5-9 | Weekly discussion post: Technology |
| Oct 12-16 | 2nd group meeting. Read and write one-page response to “Symbols in Org. Culture.” |
| Oct 19-23 | Weekly discussion post: Project description |
| Oct 26-30 | Weekly discussion post: Colleagues |
| Nov 2-6 | Weekly discussion post: Customers and clients |
| Nov 9-13 | 3rd group meeting. Read and write one-page response to “Riding High.” |
| Nov 16-20 | Weekly discussion post: Learning experiences |
| Nov 30-Dec 4 | |
| Dec 7-11 | Submit final internship portfolio. |